



Where Quality Is A Lifestyle

December 5, 2011

PROPOSAL #P817

Gentlemen:

Fayette County, Georgia is seeking proposals for the architectural, engineering and interior design of a fire station. You are invited to submit a proposal in accordance with the specifications and information contained herein. All required information shall be included with your proposal. Any exceptions to the specifications shall be listed in the space provided. A clearly marked original and five (5) copies of your proposal should be submitted.

A pre-proposal conference will be held at 10:00 a.m. on Wednesday, December 28, 2011 at The Fayette County Board of Commissioners Administrative Complex located at 140 Stonewall Ave. West, Suite 100 in Fayetteville, GA. All companies and interested parties are invited and strongly urged to attend. This will be the opportunity to voice all questions, concerns and comments about this request for proposal and have them addressed. It is important that you attend.

All questions and inquires concerning this request for proposals or the specifications shall be addressed in writing to Trina C. Barwicks, Contract Administrator of Purchasing, 140 Stonewall Avenue West, Suite 101 in Fayetteville, Georgia 30214 from 8:00 a.m. to 5:00 p.m. The telephone number is (770) 305-5420, Fax: (770) 719-5515 and/or Email Address: tbarwicks@fayettecountyga.gov. Deadline for all questions is 10:00a.m., Wednesday, January 11, 2012. **Any deviations from this procedure for questions or information pertaining to request for proposals may result in your proposal being rejected.**

Your proposal should be on the attached pricing sheet. All prices shall be F.O.B. Destination, Fayette County. Be sure to include the **proposal number** and **reference** along with your company's name and address on the **sealed** envelope in which the proposal is returned.

PROPOSAL MUST BE SUBMITTED TO:
FAYETTE COUNTY PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, SUITE 101
FAYETTEVILLE, GEORGIA 30214
PROPOSAL #P817
REFERENCE: FIRE STATION ARCHITECTURAL DESIGN

December 5, 2011

Proposals will be received at the above address until 3:00 p.m. Wednesday, January 25, 2012 in the **Purchasing Department, Suite 101**. Proposals will be opened at approximately 3:00 p.m., January 25, 2012 and the names of the companies that responded will be read. Proposals must be signed to be considered. Late proposals will not be considered. Faxed/Emailed proposals will not be considered.

If this request for proposal is downloaded from our web site, it is the responsibility of the individual or company that downloads this request for proposal to continue to check the Fayette County web site for any addenda that might come out for this request for proposal and are posted on the Fayette County web site. Fayette County shall not be responsible for any information that any individual or company fails to get in an addendum that is posted on the Fayette County web site but is not downloaded. However, if the Fayette County Purchasing Department mails the request for proposal to a company or individual, we will keep a record of who we mailed that request for proposal to and all addenda for that request for proposal will also be mailed to those companies or individuals.

Note: The name of the companies that respond to this request for proposals will be posted on the Fayette County website within 3 business days after the proposal opening.

There is no set time for an award to be made, as the proposals have to be evaluated, some presentations may be required, and a recommendation has to be prepared and then scheduled to go before the Board of Commissioners for consideration by the Board. If an award is not made within 60 days of the proposal opening, an update will be posted on the Fayette County website.

If the Board awards this proposal, once everything has been received by that company and the award has been completed, that information will also be posted on the Fayette County website. Please keep this procedure in mind.

If you do not submit a proposal, please indicate in writing your reason(s) why and return that information to the Purchasing Department. Failure to do so may cause your company's name to be removed from the bidders list, as the information is needed for our files.

The County reserves the right to reject or accept any or all proposals and to waive technicalities, Informalities and minor irregularities in proposals received.

Sincerely,



Ted L. Burgess
Director of Purchasing

TLB/tcb

GENERAL TERMS AND CONDITIONS

1. Preparation of Offers

- 1A. Offeror shall examine the specifications, schedule and all instructions. Failure to do so will be at the offeror's risk.
- 1B. Each offeror shall furnish all information required. Erasures or other changes must be initialed by the person signing the offer. Offers must be signed by an authorized agent of the company.
2. The term "contractor" as used herein and elsewhere in these specifications shall be used synonymously with the term "successful offeror." The term "County" shall mean Fayette County.

3. Submission of Offers

- 3A. Offers and amendments shall be enclosed in sealed envelopes, addressed to the office specified in the request for proposal with the name and address of the offeror, the reference and proposal number on the face of the envelope.
- 3B. The offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening of the proposals as set out in the request for proposal unless specifically excepted to in your offer.
- 3C. Samples of items, when required, must be submitted within the time specified and, unless otherwise specified, at no expense to the County. Unless otherwise specified, samples will be returned at the offeror's request and expense if items are not destroyed by testing.
- 3D. Fayette County shall not be responsible for the premature opening of a proposal not properly addressed and identified by proposal number and reference and/or delivered to an improper destination.
- 3E. In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.

4. Evaluation of Offers

The evaluation of offers and the determination as to acceptability of products or services offered shall be the responsibility of the County. Accordingly, to insure that sufficient information is available, the offeror may be required to submit literature, samples, references or other information prior to award.

5. Non-Collusion

Offeror declares that the offer is not made in connection with any other offeror submitting an offer for the same services, and that the offer is bona fide and is in all respects fair and without collusion or fraud.

6. Default

The contract may be cancelled or annulled by the Purchasing Director in whole or in part by written notice of default to the contractor upon non-performance or violation of contract terms. An award may be made to the next lowest satisfactory offeror, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting Contractor (or his surety) shall be liable to the County for cost to the County in excess of the defaulted contract prices provided, however, that the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the Contractor to deliver materials or services within the time stipulated on his offer, unless extended in writing by the Purchasing Director, shall constitute contract default.

7. Patent Indemnity

The Contractor guarantees to save the County, its agents, officers, or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the Contractor is not the patentee, assignee or licensee.

8. None of the various county agencies, either individually or collectively, will be required to purchase any minimum amount during the term of this contract, nor will they be limited, either individually or collectively, to any maximum amount during the term of this contract.
9. The County reserves the right to increase or decrease quantities shown without penalty.

10. Ability To Perform

The offeror may be required, upon request, to provide to the satisfaction of the County that he/she has the skill, experience and the necessary facilities as well as sufficient financial and human resources to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the County, then the offer of such offeror may be rejected.

11. Rejection of Offers

Failure to observe any of the instructions or conditions in this request for proposal shall constitute grounds for rejection of the offer.

12. All of the specifications and information contained in this request for proposal, unless specifically accepted to in writing and included with the offer, will form the basis of the contract between the successful offeror (the Contractor) and the purchaser. Caution should be taken by the offeror that all questions are answered in the spaces provided and all requested information is submitted.
13. The county reserves the right to waive immaterial defects in a bid or proposal, in the interest of avoiding denial of bona fide competition for reasons that are inconsequential.
14. Assignment of any contract resulting from this request for proposal will not be authorized.
15. This contract may be cancelled by either party upon submitting thirty (30) days written notice of intent to cancel to the other party.
16. The proposal opening is open to the public. After the process is completed and an award has been made, information may be obtained on the Fayette County website (http://www.fayettecountyga.gov/purchasing/awards_of_bids_and_proposals.htm) or in the Purchasing Department at .25 per page. Prices and other information will not be given out over the telephone.
17. **If your company has not previously applied to get on the Fayette County Bidders List, to insure your company is not omitted from participation in future bidding, please feel free to go to the Fayette County Board of Commissioners website to enter your application. The complete web address is: <http://fayette.muniselfservice.com/Vendors/default.aspx>. Be certain to follow the instructions on the welcoming page. Participation in this request for proposal does not automatically place a company on the bidders list.**

ADDITIONAL INFORMATION AND INSTRUCTIONS

1. Respondents are urged to visit the site to familiarize themselves with site conditions. If a proposal is submitted it is understood that the respondent is acknowledging his acceptance of all site conditions.
2. Proposals will not be accepted from any person, firm, or corporation who is in arrears in any debt or obligation to Fayette County.
3. The proposal made by any company or firm must be signed in a legal manner in the name of such company or firm by a duly authorized officer, member or representative, whose name and representative capacity shall be stated, and the address of the principal place of business must be shown.
4. Include with your proposal a list of three (3) jobs that your company has done that is of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, valid telephone number and the date job was completed.
5. Successful company/contractor shall be insured.

PLEASE FILL OUT AND RETURN WITH YOUR PROPOSAL THE BIDDER'S AFFIDAVIT OF COMPLIANCE, THE INFORMATION PAGE AND THE REFERENCES SHEET.

Bidder's Affidavit
Of Compliance with the Georgia Security and Immigration Compliance Act

By executing this affidavit, the undersigned bidder verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is bidding to contract with Fayette County has registered with, and is authorized to use, the federal work authorization verification program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), PL. 99-603].

The undersigned bidder agrees that it is using, and will continue to use, the federal work authorization program throughout the contract period.

The undersigned bidder further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this proposed contract with Fayette County, bidder will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91. Bidder further agrees to maintain records of such compliance and provide a copy of each such verification to Fayette County at the time the subcontractor(s) is retained to perform such service.

E-Verify or other User Identification Number

BY: Authorized Officer or Agent
(Bidder's Name)

Date

Title of Authorized Officer or Agent of Bidder

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20____

Notary Public
My Commission Expires:

INSURANCE REQUIREMENTS

The successful offeror shall, without expense to the County, carry the following to be in effect throughout the term of the contract:

1. **Companies under this contract shall be required to provide and carry "Professional Error & Omissions" insurance at both an aggregate and per claim amount of \$2,000,000.**
2. Third party property damage insurance in such amounts as are deemed adequate by the County and Board of Commissioners against all losses, cost, damages, claims, expenses, or liability whatsoever because of accidental injury or damage to person or property occurring in the course of or as a result of the construction of said facility, and any and all matters incidental thereto. A minimum amount of coverage in the amount of \$500,000.00 is required; although, additional coverage may be required depending on the nature of the work to be performed. The successful offeror shall also carry adequate Workman's Compensation Insurance covering all employees engaged in cleaning of said facility.
3. Public Liability and Property damage insurance coverage including, but not limited to, the liability assumed in the indemnification provisions as specified in this RFP fully insuring the successful offeror for liability for injury to or death of county employees and third parties, extended to include personal injury liability coverage, and for damage to property of third parties, with a minimum combined coverage for each occurrence of \$500,000.00 with an umbrella policy in the amount of one million dollars, \$1,000,000.00.
4. A copy of the certificate of insurance for the afore mentioned shall be submitted with your offer. A request will be sent to the agent or the insurance company of the successful offeror to notify Fayette County 30 days prior to cancellation of or upon any material change in coverage of the afore mentioned insurance coverage prior to the work being completed. No award will be made until proof of the insurance coverage is submitted.
5. The successful offeror shall defend, indemnify and save harmless Fayette County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful offeror shall pay any judgment with cost which may be obtained against Fayette County growing out of such injury or damages.
5. **The certificate holder should be: Fayette County Board of Commissioners
140 Stonewall Avenue West
Fayetteville, GA 30214**

FAILURE TO PERFORM

It is important to note that if a company is awarded all or part of this request for proposal, Fayette County expects the successful company to totally fulfill the contract and perform all duties hereunder satisfactorily, for the duration of the contract. Failure to so perform will result in said company being removed from the Fayette County Bidders list for that commodity.

SPECIFICATIONS FOR THE ARCHITECTURAL, ENGINEERING AND INTERIOR DESIGN OF A FIRE STATION

I. INTRODUCTION

Fayette County, Georgia is seeking proposals from professional firms to provide architectural, engineering, and interior design of a fire station. This station will replace the existing station located at 935 Senoia Road located in Tyrone, Georgia. Fayette County will supply a base floor plan for the firm to use as a guide for development of the overall project.

This fire station should be designed for a fifty (50) year life expectancy, to be energy efficient, meet modern building design and construction standards, blend into the architecture of the surroundings and be considered an anchor building in Fayette County and Tyrone.

The expectation is for the responding firm to consider combinations of materials, brick, block and stone, to meet design factors and appeal to this growing area.

Construction types should be discussed as options for achieving these guidelines as well as for long term building use and as a consideration of cost. Pre-engineered buildings verse ordinary site built construction should guide this discussion.

II. GENERAL CONDITIONS

The successful firm shall follow all requirements and guidelines as set by the Georgia State minimum standard codes with Georgia amendments and the National Fire Protection Association.

All costs related to the preparation, submittal or presentations of your proposal are the sole responsibility of the respondent and will not be assumed in full or in part by Fayette County.

Evaluation of the proposals and interviews with the selected firms will be conducted by a committee composed of fire department staff, county building and construction management staff, county inspectors and members from county purchasing.

III. BACKGROUND

Due to septic issues with the current station and the need to provide updated facilities meeting current building, fire and life safety codes, Fayette County is seeking a firm to assist in the replacement of the current station which was built in the late 1970's. The new station will be approximately 12,000 square feet with living quarters and three (3) drive through bays.

IV. SCOPE OF WORK

The anticipated scope of work includes, but is not limited to:

Building elevations from four directions; showing locations of window, door openings, roof design, lighting fixtures, construction material changes, etc.

Design of all building structural, electrical, data, mechanical and plumbing systems.

Provide all drawings, specifications, and proposal documents necessary for completing the proposal process, development and construction of this project, estimated construction time frame from groundbreaking to completion, and an estimated construction cost.

Boundary and topography survey work.

Base plan; including geotechnical analysis of site with regard to soil bearing capacity, location of rock and/or unsuitable base materials and a Phase 1 environmental site assessment.

Development of site plans and erosion control plans including the design of any retention/detention basins and associated structures.

Provision of all necessary hydrology studies.

Design of a balanced grading plan with the provision of cut and fill calculations; location of existing utilities.

Design for the provision of all water (including fire services lines and hydrants) telephone, electric, data communication and gas service to the building.

Design landscape planting and irrigation system.

Design of vehicular and apparatus travel paths and parking.

Design pedestrian circulation system and walkways.

Design of exterior security, parking and pedestrian system lighting.

Preparation of estimated budget for completion of project.

Attend pre-proposal conference(s) as required.

THE ANTICIPATED CONSTRUCTION ADMINISTRATION SERVICES TO INCLUDE:

Conduct pre-construction conferences as required.

Assemble contract documents.

Acquisition of geotechnical; Title 17 testing services as needed, seismic testing for use in the design of the foundations / footings / building.

Conduct regular on-site inspections as required.

Attend construction meetings and provide observation of contractor's operations and work to determine compliance with plans, specifications and quality of workmanship.

Provide progress reports to Fayette County at least every two weeks until final acceptance of work.

Provide shop drawings and review other necessary general contractor's submissions; process payment applications, lien waivers, permit acquisition, occupancy certificates and warranty packages.

Provide revised plans to compensate for construction problems which arise due to insufficiency of information on the construction documents.

Work with contractor(s) and make recommendations to Fayette County to resolve conflicts and problems that may arise during the course of the project.

Evaluate all requests for changes in the project, exclusive of design services, and if necessary recommend supplemental agreements.

Participate in the punch list and final inspections for compliance with the construction contracts.

All architectural design phases, selection of surfaces and interior layout for this project shall be subject to approval by Fayette County.

The successful firm shall be briefed by a Fayette County representative prior to project initiation and shall be expected to prepare minor architectural changes based upon a review of plans for each design phase.

Design of the project will conform to two separate design phases which include schematic design development and contract document stages as required by Fayette County.

At the end of the design phase of the project Fayette County will expect a package of deliverables which will include: a color rendering of the project; a 17" x 24" color photo of the rendering; the negative used to produce the photograph; four (4) complete sets of the project blueprints, a building specification document suitable to copy for the proposal process and any other supporting documents.

At the end of the project; three (3) complete sets of warranties and operating instructions of all systems and equipment installed in the facility, two (2) sets of as built plans of the project with blue line indication of all changes and modification to the original Construction Document plan of the project.

V. PROPOSAL SUBMISSION INSTRUCTIONS

All information requested is required. Submission of a proposal is certification to the factual truth of all information presented. All proposals shall be signed and dated by the owner, partner, or senior member of the responding architectural firm that has the authority to legally submit a proposal on behalf of the firm.

- I. Name of firm
2. Address
3. Name and title of respondent
4. Years firm has been in business including:
 - a. Date of Incorporation
 - b. US State of Incorporation
5. Firm's Insurance Coverage

6. List names and addresses of all officers.
7. List categories in which firm is legally qualified to do business. Include licenses and registrations where applicable.
8. Has your firm defaulted on a contract, failed to complete any work awarded or been involved in work related litigation? If yes, please explain.
9. Please provide a brief resume of the educational training and experience with particular attention to the design and construction of public safety facilities, of each member of your firm that you anticipate would be working on this project.
10. Please provide information on projects completed in the last five years that had a building construction cost of at least \$1,000,000.00.
11. Please describe and give examples of how your firm supervises and inspects the work on a project and insures quality workmanship and conformity to all contract documents.
12. What process and/or procedure do you use to keep the owner informed as to the status of the project?
13. Illustrate, using examples, how diligent you are in seeing that punch list items are completed in a timely manner.
14. How do you assist the owner in obtaining corrective measures, when necessary, during the warranty period?
15. List any design and construction projects for fire station locations the firm has participated in.

VI. FEE PROPOSAL

The total fee proposed shall be considered to be inclusive of all fees which will be generated by the primary architectural firm and all sub-consultants whose consulting services are required to complete the work described in Section IV, Scope of Work. If the responding architectural firm anticipates that services will be required to complete the work which will involve consulting services not outlined in the Scope of Work, the Fee Proposal should describe these items in a distinct line item. The responding architectural firm shall describe completely any expected reimbursable expenses and provide rates and/or per diem fees if applicable.

The fee proposal shall be included in your submitted proposal.

VII. SELECTION PROCEDURE

Proposals will be evaluated by the construction committee based on their relative responsiveness to the following criteria:

1. Experience with construction projects for fire stations and public safety facilities will be a key decision factor.
2. Experience in designing projects; similar to size, type of project, experience in design and managing a public safety project similar to Section IV Scope of Work.

3. Professional experience of proposed design staff and key consultants.
4. Evaluation of previous design work, management of projects and feedback from references.
5. Proposed fee plus hourly unit rate.
6. Location of the office and personnel that will perform this work.

Finalists selected for an interview will be chosen based upon the criteria and will be contacted for a presentation by the Fayette County Purchasing Department.

VIII. RESERVATIONS

Fayette County reserves the following rights:

- Rejection of any and/or all proposals or any portion thereof
- Negotiate changes in the Scope of Work
- Negotiate services to be provided
- Negotiate fee proposal
- Waive the right to any and all formalities and technicalities
- Re-advertise for proposals

IX. ADDITIONAL INFORMATION

All questions and inquires concerning this request for proposals or the specifications shall be addressed in writing to Trina C. Barwicks, Contract Administrator of Purchasing, 140 Stonewall Avenue West, Suite 101 in Fayetteville, Georgia 30214 from 8:00 a.m. to 5:00 p.m. The telephone number is (770) 305-5420, Fax: (770) 719-5515 and/or Email Address: tbarwicks@fayettecountyga.gov. Deadline for all questions is 10:00a.m., Wednesday, January 11, 2012. **Any deviations from this procedure for questions or information pertaining to request for proposals may result in your proposal being rejected.**

- ❖ **Proposals are not to be submitted by facsimile or email.**
- ❖ **Once submitted; proposals become the property of Fayette County.**

EXCEPTIONS TO SPECIFICATIONS

This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

COMPANY NAME _____

PRICING SHEET
FOR THE ARCHITECTURAL, ENGINEERING AND INTERIOR DESIGN OF A FIRE STATION

DESCRIPTION

TOTAL PROPOSED AMOUNT

ARCHITECTURAL, ENGINEERING AND
INTERIOR DESIGN OF A FIRE STATION

\$ _____

STATE PAYMENT TERMS _____

STATE TIME NEEDED TO COMPLETE THE WORK AFTER NOTIFICATION OF AWARD:

STATE LENGTH OF TIME AFTER PROPOSAL OPENING THAT PROPOSAL PRICES

SHALL BE HELD FIRM: _____ DAYS.

COMPANY NAME _____

INFORMATION PAGE

Company_____

Authorized Representative_____
(Print or Type)

Authorized Representative_____
(Signature)

Title_____

Mailing Address_____

Telephone Number: ()_____

Fax Number: ()_____

Cellular Number: ()_____

Email Address:_____

Date:_____

If you do not submit a proposal, please indicate in writing your reason(s) why and return that information to the Purchasing Department. Failure to do so may cause your company's name to be removed from the bidders list, as the information is needed for our files.

REFERENCES

REFERENCE (1) _____
Job Description (Similar in Nature)

Company Name

Complete Mailing Address with City, State and Zip Code

Contact Person Name (First & Last Name) and Telephone Number

REFERENCE (2) _____
Job Description (Similar in Nature)

Company Name

Complete Mailing Address with City, State and Zip Code

Contact Person Name (First & Last Name) and Telephone Number

REFERENCE (3) _____
Job Description (Similar in Nature)

Company Name

Complete Mailing Address with City, State and Zip Code

Contact Person Name (First & Last Name) and Telephone Number

Company Name: _____